

Instructions for Filing Notice of Claim to City of Saint Paul

Minnesota State Statute 466.05 NOTICE OF CLAIM...(E)very person...who claims damages from any municipality...shall cause to be presented to the governing body of the municipality within 180 days after the alleged loss or injury is discovered a notice stating the time, place and circumstances thereof, and the amount of compensation or other relief demanded.

Type or print a response to each item on this form and send to:

Office of City Clerk
170 City Hall
15 Kellogg Blvd W
St Paul, MN 55102

Name of Claimant: _____

Address: _____

Phone: (Work) _____ (Home) _____

Date of Accident or Incident: _____

Time of Accident or Incident: _____ (a.m.) _____ (p.m.)

Location of Incident: (Please be specific: provide street address, intersection, use diagrams if necessary, and label with directions.)

Diagram:

Please specify below the exact amount of compensation or other relief you are requesting. Attach copies of any bills, estimates, or other documents to substantiate your claim. If you are claiming auto damage, obtain two estimates for the cost of repairs and attach them to this form.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please sign your name and date below: _____

(Date)

Internet Application